

June 13, 2017

**YOUTH OVERSIGHT COMMITTEE**  
**8:15 A.M.**

**PARK FOUNDATION  
CONFERENCE ROOM**

**PRESENT:** A. Hendrix, I. Burbank, V. Zeppelin, S. Kittel, K. Boardman

**GUESTS** D. Bradac, A. Brown, Tompkins County Office of Employment and Training

**STAFF:** J. Mattick, J. Luu, C. Weems

**CALL TO ORDER**

Ms. Hendrix called the meeting to order at 8:16 a.m., and introductions followed.

**APPROVAL OF MINUTES**

It was Moved by Ms. Kittel, seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to approve the minutes of May 10, 2017. The minutes of April 12, 2017 will be brought to the July meeting as they were not included in the agenda packet.

**1) WIOA YOUTH CONTRACT EXTENSION DISCUSSION**

The Committee reviewed with Ms. Bradac and Ms. Brown the progress the WIOA Youth Program has made in the last year. Prior to the meeting several questions were sent to Ms. Bradac and Ms. Brown and they provided their written responses to the Committee (below).

When asked what was learned this year, Ms. Brown stated that as you look at subsidized and/or volunteer opportunities, staff are digging deeper to find out what types of employment interest each youth and making those connections so they have a quality experience. She also noted that there has been an uptick in exits due to incarcerations. She noted that it isn't unusual to have incarcerations and individuals aren't exited strictly for that reason.

Ms. Zeppelin asked if youth receive any credentials from the trainings they participate in. Ms. Brown stated some do, with ServSafe being the biggest one. Ms. Kittel asked if training is occurring in needed areas. Ms. Brown stated they are to some degree, but she would like to see more youth obtain computer training and the One Stop has offered these trainings in the past. Ms. Bradac noted that entry level health care is also a need in the community, but there isn't a lot of interest in the field.

Ms. Mattick asked how many individuals are enrolled in the community college and if it is being offered. Ms. Brown noted it is offered as a service.

Ms. Mattick also asked how many individuals have seen success in their area of interest. She stated that making connections with employers is an important next step. She also inquired about the A+Comp TIA training asking if the individual obtained their credential and if they are using what they learned. Ms. Brown stated 3 or 4 individuals are enrolled in the reuse-reset tech program; 1 in the reset apprenticeship program, 1 at Brightworks, 1 at Taitem Engineering, and 1 at JM Murray. She stated the individual who is studying for the A+ credential will test in August.

Ms. Bradac stated they are also looking at areas relating to advanced manufacturing.

The question was asked if there has been a shift in needs with the change in the ages for WIOA. Ms. Brown stated that daycare is a very big issue. They have also seeing individuals who are looking for a safe place to sleep at night.

Ms. Zeppelin asked what training program Comp TIA A+ is connected with. Ms. Brown stated the current students are college stop out who are also connected to the BEAM Program. They have also been part of the Reset Program and have had support there as well. Ms. Mattick stated it is critical to find out who the employers are so they connections can be made to provide work experience.

**WIOA Youth Program - Responses to Questions**  
**Office of Employment and Training, Diane Bradac and Amy Brown**  
**Tuesday, June 13, 2017, 8:15 a.m., Park Foundation Conference Room**

1. **How many new enrollees were there in PY16?** There were 34 new enrollments PY16.
2. **How many participants carried over into PY16?** There were 57 enrollments carried over from PY15.
3. **How many youth were exited in PY16?** There were 26 participants exited.
4. **Of those exited, what was their status at exit?** Of the 26 participants who were exited, 6 were exited as a "hard exit" which only happens in the instance of death, institutionalization or incarceration. We consider "incarceration" exits only after the individual has been tried and convicted, or in jail awaiting trial, but the charges are severe enough that they will not be released prior to trial. The consistent themes behind these crimes are drug related and attempted murder/assault/possession of a weapon. Programmatically, we have never had a number this high before, especially with the level of offenses that have been committed. If a participant is jailed as a result of a probation violation or lower-level offense, we continue to work with them. For the other 20 participants, all were exited after 90 days having met their achievement objectives and services. 3 of these 20 moved out of state.

5. **How many met the goals identified in their Employment Plan? Of the exited 20 youth:**

3-moved

1-enrolled in TASC/GED

1-graduated High School, enrolled in college for fall 2017 11- entered the workforce

1-Obtained TASC/GED

4-enrolled in post secondary or are working with BEAM to enroll

were enrolled in programming that better suited their needs (one mental health related group home, one placement for developmental disabilities)

did not meet their identified goals

6. **What trainings were offered to participants in 2016-2017? How many attended?**

Participants received training both from Workforce NY as well as through collaborations with other service providers.

Within WFNY:

1-Metrix

2-ServSafe

5-SMART GOALS (financial literacy)

4-Cover Letters, Resumes and Interviews

Trainings offered through the Job LINK program, but not necessarily presented by Job LINK Staff:

2-OSHA-10/General Industry

4-ReSET Tech (Finger Lakes Reuse) 2-A+ Comp TIA/IT Programming

6-5 Hour NYS Driver's Licensing Course

7. **If the program could only identify one success and challenge for 2016-17, what would that success and challenge be?**

Our primary success has been being able to develop placements and worksites that are specific to the participant's career pathway interests. In turn, this is also our biggest challenge, as we want to collaborate with new employers who can work with participants in the area they are interested in learning more about and gaining experience in the career. We have begun to connect with areas such as engineering, manufacturing, security, and food services (that are based on nutrition counseling, menu development, etc. as opposed to food delivery).

**8. Looking forward - with the budget cuts to WIOA Youth how will you incorporate the cuts into your budget?**

We have absorbed most of the budget reductions across staff and operating costs. We are seeking out new revenues and partnerships. We continue to explore ways that WIOA partners can blend and braid funding when possible (DRCs, TANF, OPWDD, ACCES-VR, TST BOCES, TC3, etc). Our business partners will be essential moving ahead.

Our collaborations with other programs such as Historic Ithaca, Ithaca ReUse, Longview and Newfield School District Building and Grounds have been our strongest (resources) for hiring participants after their subsidized work experience has ended. (If the participant doesn't work directly for the business itself, the job came about because the hiring entity sought candidates from that business).

By collaborating with our worksites at the beginning of the participant's experience, we are better able to direct the work experience into a step up into a new position, as opposed to just moving on to a different job that may not be directly related to their career path. Again, we are looking to develop business connections with the areas mentioned in question 7.

**9. What leadership development opportunities have been offered to program participants during the past program year?**

Several participants who were participating in the ReSET Tech program developed a study/mentor program for their peers in the class. They facilitated study groups and activities, as well as developed outreach opportunities.

Several students were mentored by Karen at Significant Elements and took active leadership roles with sales and events.

Participants working with the Multicultural Resource Center have been actively examining issues related to incarceration, Youth Organized Fellowship and Talking Circles. Part of their endeavors has included planning/proposal meetings with Mayor Myrick.

A participant at the Newfield Library developed and facilitated a community Gingerbread House Competition in December 2016. Under the supervision of her workplace director, she was responsible for the advertising, contestants, and judging committee. This was a successful community event.

**10. What leadership development opportunities have the staff participated in during the past program year?**

Job LINK staff had a staff development day with Melinda Mack, NYATEP Executive Director and have participated in several jobs/services fairs as part of larger collaborations. Amy Brown completed her management/supervisory series training through Tompkins County.

Job LINK is also part of the VERT committee and contributes to their agenda, event planning and events. For example, this year a recognition event was held for summer employers.

Amy Brown is a committee member of the Continuum of Care Committee, (collaborative committee to address homelessness and housing instability/affordability in Tompkins Co.) as well as the ACE Committee. Job LINK staff participated in their district wide event called Dollars and Sense.

Job LINK staff has participated in Mock Interview sessions with TST BOCES programs such as Health Careers, Child Development and Digital Media Technology, providing interview experience and feedback to students in the interview process as well as HETP Mock Interviews held at the Career Center. Job LINK collaborates with the HETP Program, and offers assistance related to interviewing, and portfolio development.

Beth Hardesty participated with the Health Care Expo planning and event.

Chad Zimar participated with the Program Coordination Committee at Tompkins Community Action.

WFNY and SYEP Partners were asked to present about the SYEP programming at the annual NYATEP Youth Conference, March 2017.

**11. How many participants participated in adult mentoring programs? What programs were used for these participants?**

We use 20 CFR Art. 681.490 as a guide to define Mentoring. In work settings/businesses, the participant is linked with an employee of that business that presents as a compatible match. In the cases where the participant is not working, but is enrolled in an academic program, we assist the participant in seeking out a mentor that understands their needs and goals (this includes, but is not limited to: ACE, Vector Scholars, Sources of Strength, Academic Advisors and Tutors). In the case when the participant is not connected to an employment or academic component, we help the participant identify adults who may provide encouragement and support and can develop into more specific activities.

**12. What other elements are youth participating in besides subsidized employment?**

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention Alternative Secondary School and Dropout Recovery Services
- Paid and Unpaid Work Experience Occupational Skills Training
- Postsecondary Preparation and Transition Activities Leadership Development Opportunities
- Supportive Services Adult Mentoring Follow-up Services
- Comprehensive Guidance and Counseling Financial Literacy Education
- Elements that we would like to continue to develop: Entrepreneurial Skills Training
- Education Offered Concurrently with Workforce Preparation Services that Provide Labor Market Information

**13. How many participants received follow up services after exit and what were the services provided?**

All program participants receive follow up services. Job LINK staff provides quarterly updates in OSOS, as well as documenting when an exited participant meets for job search assistance, resume development, interview preparation, or referrals to other services.

**14. Please provide copies of fully executed MOA's for all required WIOA services that OET is not providing.**

All 2016 MOAs are still fully executed in 2017. All WIOA partners/employers were interested in continuing services and activities in support of the WIOA Elements. We anticipate more focused MOAs as the Career Center MOU process gets implemented with other WIOA partners. MOAs are attached.

**15. Were any program participants referred to counseling services?**

Yes. Participants were referred for both immediate mental health support (emergency room) and mental health or alcohol and drug counseling. There are 3 participants who are/had been at the time of exit living at Lakeview Supportive Housing, and Job LINK Advisors collaborate with the Community Support Service staff that are also providing case management services.

**16. What is the breakdown of participants by place of residence? For new enrollments? For carry over participants?**

Carryover:	New Enrollments:
14883 (Spencer) 1	14883 (Spencer) 2
14867 (Newfield) 10	14867 (Newfield) 7
14850 (Ithaca) 42	14850 (Ithaca) 17
13053 (Dryden) 2	13053 (Dryden) 3
13073 (Groton) 1	13073 (Groton) 3
14817 (Brooktondale) 1	14817 (Brooktondale) 2

**17. Please provide a list of all employers that youth were placed in unsubsidized employment with. In addition please identify the occupations participants were placed in.**

- Newfield Schools - cleaners, light maintenance, non-motorized landscaping
- Hilton Garden Inn/Marriott/Fairfield Inn - Housekeeping, maintenance, food service Longview - dietary assistant
- Newfield Public Library - assistant librarian Newfield Recreation - soccer and baseball coach
- Southside Community Center - clerical assistants, after school counselors Brightworks Computer Consulting - assistant, customer service
- GIAC - program aides, after school counselors Significant Elements - building salvage
- JM Murray - assembly line
- ReUse - stockers, cashiers, electronic techs Cayuga Creamery - front end/customer service Greenstar - stockers, cashiers
- Mark's Pizzeria - front end/customer service Maguire Auto - detailers
- Headdies Ithaca - front end/customer service Rasa Spa - spa attendants
- TST BOCES - library aide assistant
- Walmart- cashier/stocker

**18. Looking back over the last year what have you learned from participants about what they need to be successful?**

We look forward to developing relationships and work experiences with industries that can provide career paths and long-term development. There are two tiers that we see that directly impacts their success:

**Tier One:**

Having secure and safe housing that is accessible to a workplace Having accessible transportation

Having reliable, certified daycare that accepts subsidy

Overall healthy habits: maintaining an addiction-free lifestyle, with good nutrition and preventive healthcare

#### Tier Two:

Soft skills such as work attendance, initiative Appropriate written and phone skills

Life Schedules: Following through with attendance at class, work, meetings Development of basic work computer skills

#### **19. Demographic Overview from July 1, 2016 - May 1, 2017: 87**

Carry Overs:	Enrollees:
ages 14-18: 24	ages 14-18: 13
ages 19-21: 25	ages 19-21:16
ages 22-24: 8	ages 22-24: 5

Employed at Registration: 6	Male: 46
Displaced Homemaker: 2	Female: 41
PA Recipient: 18	Other: 7
Disclosed Disability: 32	

Ethnicity/Race:
Hispanic or Latino: 8
White: 21
Black or African American: 31
Asian: 0
American Indian: 3
Other: 0

#### **WIOA YOUTH CONTRACT WAS EXTENDED ONE YEAR**

Ms. Mattick stated the RFP was issued for the program in 2015 with a start date of July 1, 2015 with the provision for two one-year extensions. June 30, 2017 will mark the completion of the first of those extensions.

Ms. Kittel stated that she feels like the providers are doing some great things and they are more informed about the individuals they are serving this year compared to the discussion the group had last year with them. The suggestion was made of a 360 survey be conducted in the coming year.

Ms. Zeppelin asked if there are other providers in the community who could be operating the program. Ms. Mattick stated that across NYS there are areas where the community colleges, BOCES, or community based organizations operate the program.

There was discussion about the presentation to the full Board and giving several positives about the program, how well OET has handled the transition to the new law and age populations and highlight the strong relationships they have with other agencies in Tompkins County.

It was Moved by Ms. Zeppelin, seconded Ms. Burbank and unanimously adopted by voice vote to recommend to the full Board the extension of the WIOA Youth Contract with the Office of Employment and Training for the period July 1, 2017-June 30, 2018 in the amount of \$312,500. Ms. Mattick stated that she has been working with Ms. Bradac to put together a budget that will continue to serve the same number of individuals in light of the reduction of funding. She noted the final allocations effective July 1, 2017 have not been received and the \$312,500 is based on estimates of carryover and the draft allocations.

## **FEEDBACK LETTERS – SYEP PROPOSALS**

Ms. Mattick reported the contracts with providers are being prepared and modified budgets from each provider have been received. Each contract will contain specific deadlines for expenditure rates or the funding will be recaptured.

Ms. Weems reported that she met with Challenge and the Office of Employment and Training to discuss payroll reporting and a schedule has been prepared. She will be meeting with the Ithaca Youth Bureau tomorrow. Orientation monitoring is scheduled for the last week in June, first week in July.

## **MEMBERSHIP/DIRECTOR'S UPDATE**

The group continued their discussion relating to potential committee members. Amy Iles, a Workforce Development Board member has expressed interest in participating. Ms. Kittel stated she spoke with Carl Graham and he is not interested in participating. Ms. Weems will look into getting a representative from the group "My Brothers Keeper." Barry Derfel from BOCES was also suggested and Ms. Kittel will reach out to him.

Ms. Hendrix stated she and Ms. Mattick will put together a timeline for the groups activities and the information from the survey will also be available at the next meeting.

The retreat will be held August 9, 2017.

## **ADJOURNMENT**

The meeting adjourned at 9:18 a.m. The next meeting is scheduled for Wednesday, July 12, 2017 at 8:15 a.m. in the Park Foundation Conference Room.

Minutes prepared by Jennifer Luu.